Approved Hudson Sewer Utility Committee Meeting Minutes

Date of Meeting: September 10, 2009

Attendees:
Bernie Manor, Chair
Catherine Valley, Vice Chairman
William Abbott
Don Gowdy - Absent
John Parkhurst, Alternate Member - Absent
Craig T. Bailey, Secretary - Absent
Roger Coutu - Selectman's Liaison
Gary Webster - Acting Town Engineer
Donna Staffier-Sommers - Administrative Aide



The regular monthly meeting of the Town of Hudson Sewer Utility Committee was held Thursday, September 10th at 5:34 pm, in the main meeting room of the Town of Hudson Town Hall. The Chairman Bernie Manor being in the chair. Secretarial duties were provided by Donna Staffier-Sommers, and were typed later by Craig T. Bailey. The minutes of the previous meeting were read and approved with minor corrections required. A motion was made by Bill Abbott to "Accept the meeting minutes for meeting dated August 13th, 2009 as corrected." The motion carried unanimously.

1. Abatements and Waivers

- A. Abatement request S-UTL-10-01 had been deferred from the August 13th 2009 meeting. Applicant requests an abatement of sewer charges in the amount of \$30.95 on the basis of a pool fill using 26hcf. (26 x 1.1905=\$30.95). The request was deferred because the pool size was not originally indicated. The applicant subsequently provided the pool permit to complete the application. Catherine Valley moved "To recommend that the Selectmen approve the abatement S-UTL-10-01." The motion carried without discussion.
- B. Abatement request S-UTL-10-02: 23 Executive Drive, Acct. # 4836. Application was made by the Town of Hudson to request abatement and refund of sewer charges on the basis of incorrect billing. The owner was billed for a 1 ½" meter when he had a 1" meter. This was discovered during a water meter change out by the Water Utility. Request amount of difference charged for the two meter sizes for 1 year based on policy. (\$73.82 \$37.20 = 36.62 x 4 quarters = \$146.48) Bill Abbot moved "To recommend that the Selectmen approve the abatement S-UTL-10-02." Seconded by Catherine Valley, the motion carried unanimously.
- C. Abatement request S-UTL-10-03: Neve, 30 Sutherland Dr. Acct.# 5637. Applicant requests an abatement of sewer charges in the amount of \$8.33 on the basis of a pool fill. The pool was filled with 5,455 gallons of water or 7hcf. (7 x 1.1905 = \$8.33) Bill Abbot moved "To recommend that the Selectmen not approve the abatement S-UTL-10-03, on the basis of the \$15 minimum abatement request policy." Seconded by Catherine Valley, the motion carried unanimously. The policy will be attached to the approved minutes.

2. Reports

A. The Treasurers' report dated 08/19/2009 was reviewed by the committee. A question was raised by Catherine Valley as to what the two Fairpoint payments listed on the check register for the month of July were. Selectman Coutu also questioned the payment, since

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- the Town has changed carriers and no longer uses Fairpoint. Donna Staffier-Sommers will look into this issue and report to the Chairman of the SUC.
- B. The Expenditure Report dated 08/19/2009 was reviewed by the committee, and Bill Abbott provided a graph of sewer income and expenses for the past 2 ½ years. Bill intends to speak with Kathy Carpentier, the Town Finance officer, to see if it would be possible fro the finance department to continue the graph and provide it to the committee along with the regular monthly financial reports. Bill Abbott remarked on the high expenditure for postage so early in the year. Donna explained that a purchase order is made to the mailing service in July to cover a deposit towards postage charges for the year. Checks are processed quarterly against the PO. There were also a large number (400) certified letters sent returned receipt for the impending sewer lien (\$5.54 per letter) processed in July. Roger asked if this postage was charged to the customer. Donna replied that an \$18.50 charge is placed on each account as part of the lien process and that recoups this postal fee to the Sewer Utility.
- C. The Revenue report was not available for review by the Committee.
- D. The Trustee report was provided to the Committee for review. The Trustees of the Trust Funds reported with a summary of the sewer related funds managed by the Trustees. The report shows the balances as of June 30, 2008 and the additions and withdrawals through June 20, 2009.

3. Old Business

- A. Balance of capacity unchanged at 57,453 GPD.
- B. Ottarnic Pond Update: Gary Webster stated that the State of NH is currently auditing the grant monies that the Town received. The Town has not received a final bill and we are owed an O&M manual for the pump station. Clough Harbour, the design engineering firm for the Ottarnic Pond sewer project, is still working on installing better ventilation to the building at no cost to the Town. Gary and Committee members agree that it looks nice and the area around it look nicer too. Gary put together some estimated numbers to report to the Committee for money spent towards this project:

Expenses as of today......\$846,996.55 Revenue WU,SU & grants......717,288.00

Shortfall 129,678.55

20% may be paid by DES......116,342.62 (Gary to send application) If granted, may be paid out in increments over 10 years.

This leaves a balance of \$13,360 to be paid by the Sewer Utility and billed through the betterment assessment to the park.

Note: These are not the final numbers but a close estimate.

Catherine Valley inquired as to how the contract is set up with the mobile home park to pay for the utilities and betterment. Gary responded that the 32 units will pay an association fee to their co-op for these expenses and the co-op will pay the Town.

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4. New Business

A. Budget discussion:

The committee reviewed the expenditure report in preparation for the budget. Donna explained the status of the 5561 accounts. The postage amount will have to be increased. The high volume of certified mailings has over expended this line item for the past two years. The investment expense was also over expended this past year.

Based on a discussion with Jess Forence of the Hudson Department of Public works, sewer foreman, Donna mentioned that there would not be a significant increase for projects or equipment in the 5562 & 5564 accounts in FY 2011. He plans to repair and or replace sewer lines on two streets, possibly three, as he has done in the past. This is to be coordinated with the Street Division to ensure enough funds are reserved for paving these projects.

There was discussion about the vac-con truck and what we can do to purchase it. The Sewer Utility has reserved monies for the past few years to pay their share of the equipment. The Street division of the Highway Department needs to pay a share. The voters turned down a warrant request to do so this past March. It is a necessary piece of equipment and Roger will look into what other options we have to obtain it.

Some discussion was had about moving the money normally allotted to 5564-450 (presently \$200,000) to 5564-624 to increase that line item to\$600,000 in the FY 2011 budget. This would help ensure that we have adequate funds for capital repairs at the Nashua Treatment Plant should the need arise. Steve Malizia, Town Administrator made this suggestion. This would not alleviate the responsibility of Nashua to keep us informed. This would allow us to have money identified in the budget to pay these bills without any additional increase in the overall budget. It would also help us to avoid requesting permission from the DRA for over expenditure, as we have done in the past.

- B. Discussion regarding a potential meeting with City of Nashua and Town of Hudson sewer department: Committee reviewed correspondence with Nashua regarding meeting with them to review their anticipated capital projects. They were not prepared to meet with us at this time. We will try again in October.
- C. Trustees meeting: The committee also reviewed the request and response from the Trustees regarding the Committee's invitation to the Trustees to come to a Sewer Utility Committee meeting. Len Lathrup, one of the Trustees, may be able to attend the October meeting. The committee reviewed the investment invoice and will ask the Trustees questions when they attend our meeting.

5. Closing

- A. Members agreed that this was a good meeting, and after closing comments by committee members, the meeting was adjourned at 6:40 pm.
- B. Next scheduled meeting: October 9th, 2009.

Craig T. Bailey, Secretary

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